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ORGANIZATION, RELATIONSHIPS AND FUNCTIONS

of the

CAREER SERVICE BOARDS

- I. Organization of the Career Service Boards
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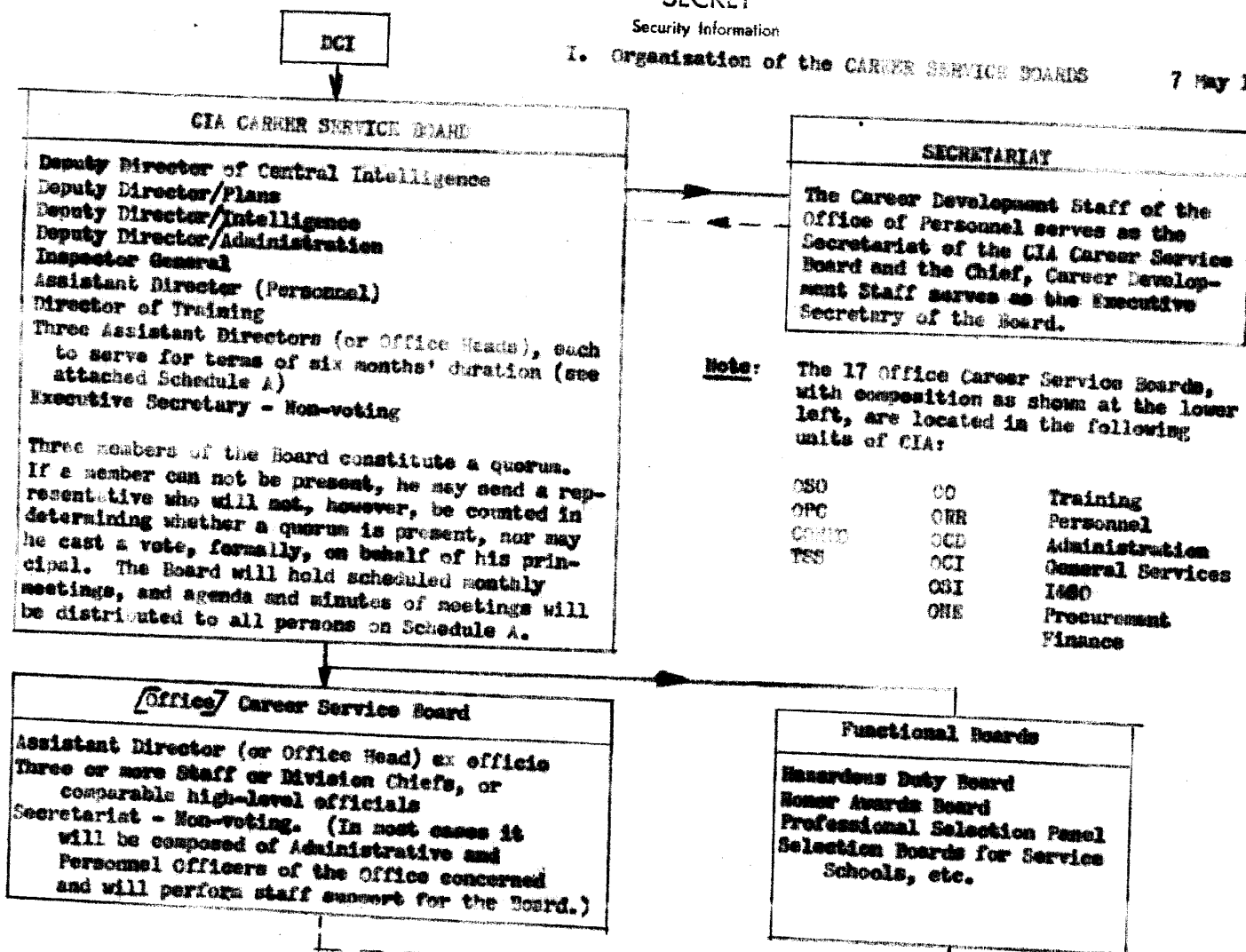
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I. Organization of the CAREER SERVICE BOARDS

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II. Functions of the CIA Career Service Board

1. Develops policy governing the Career Service Program for approval by the DCI and serves as his advisor on all matters concerning the Program.
2. Supervises and reviews the functioning of Office Career Service Boards.
3. Establishes and maintains an Inventory of Executives (GS 15 and above).
4. Makes recommendations for filling key positions in the Agency with personnel from the Inventory of Executives.
5. Reviews evaluation of personnel contained in the Inventory of Executives and recommends rotation programs for their further development.
6. Approves the allocation of Rotation Loan Slots to Office Career Service Boards. (see Schedule B)
7. Appoints supporting groups or Boards for handling specialized functions on an Agency-wide basis, such as Hazardous Duty Board; Honor Awards Board; Selection Board for Service Schools; Professional Selection Panel; etc., drawing on Agency personnel as necessary.
8. Prepares and submits annually to the DCI a summary of the operation of the CIA Career Service Program.

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III. Functions of the Secretariat of the CIA Career Service Board

1. Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
2. Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
 - a. Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.
 - b. Transmitting to the CIA Career Service Board recommendations of the Office Career Service Boards for consideration and current status of rotation appointments for review.
 - c. Initiating and supervising such studies as are needed to improve the Career Service Program.
 - d. Assisting Office Career Service Boards in effecting rotation appointments.
 - e. Submitting unresolved inter-office Board problems to the CIA Career Service Board for decision.
 - f. Coordinating with the Office of Training training arrangements and needs respecting the CIA Career Service Program.
 - g. Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Agency-wide basis.

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IV. Functions of an Office Career Service Board

1. Serves as advisor to the Assistant Director (or Office Head) on all matters pertaining to the Career Service Program.
2. Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
 - a. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.
 - b. Sponsoring, developing and executing the Career Service Program of the Office concerned, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.
 - c. Reviewing Personnel Evaluation Reports and proposed development, training, assignment, advancement and promotion plans for individuals.
 - d. Recommending cancellation or continuance of career development actions.
 - e. Participating in the development and execution of approved extra-Office rotation systems.
 - f. Submitting a semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Office.
 - g. Ensuring that the rotation appointees detailed by their Office to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by their Office are productive and their assignments commensurate with the purpose of the appointments.
 - h. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".
 - i. Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
3. Supervises supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.

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Schedule A

Tours of Duty

of

ASSISTANT DIRECTORS (or Office Heads)

with the CIA CAREER SERVICE BOARD

1. According to the following schedule there is at all times an Assistant Director serving as a member of the Board, from each of the principal areas of command; DD/P, DD/I and DD/A. Since each individual serves for a term of six months, and since the number of available individuals in each area is different, the rotation cycle varies in each area of command as follows:

DD/P area
5 available
cycle complete
in 30 months

DD/I area
7 available
cycle complete
in 42 months

DD/A area
7 available
cycle complete
in 42 months

Jul 52-Aug 52 ADBO
Sep 52-Feb 53 ADPC
Mar 53-Aug 53 ADBO
Sep 53-Feb 54 AD/P/Admin
Mar 54-Aug 54 AC/TSS
Sep 54-Feb 55 ADBO
Mar 55-Aug 55 ADPC
Sep 55-Feb 56 ADBO
etc.

Jul 52-Oct 52 ADGI
Nov 52-Apr 53 ADGD
May 53-Oct 53 ADGB
Nov 53-Apr 54 ADGI
May 54-Oct 54 ADGR
Nov 54-Apr 55 ADGB
May 55-Oct 55 ADGI
Nov 55-Apr 56 ADGI
etc.

Jul 52-Dec 52 Security Officer
Jan 53-Jun 53 General Counsel
Jul 53-Dec 53 Chief, Medical Staff
Jan 54-Jun 54 AD/A
Jul 54-Dec 54 Comptroller
Jan 55-Jun 55 Chief, Proc. & Supply
Jul 55-Dec 55 Chief, Gen. Services
Jan 56-Jun 56 Security Officer
etc.

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2. Retirement and Replacement Schedule

Jul-Aug 1952

AISO
ADCI
Security Officer

Sep-Oct 1952

ADCI
Security Officer
ADPC

Nov-Dec 1952

Security Officer
ADPC
ADOD

Jan-Feb 1953

ADPC
ADOD
General Counsel

Mar-Apr 1953

ADOD
General Counsel
ADIO

May-June 1953

General Counsel
AECO
ADOO

Jul-Aug 1953

AECO
ADOO
Chief, Medical Staff

Sep-Oct 1953

AECO
Chief, Medical Staff
ADD/P/Admin

Nov-Dec 1953

Chief, Medical Staff
ADD/P/Admin
ADSI

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Jan-Feb 1954

ADD/P/Admin
ADSI
ADD/A

Mar-Apr 1954

ADSI
ADD/A
AC/TSS

May-June 1954

ADD/A
AC/TSS
AD/RR

Jul-Aug 1954

AC/TSS
AD/RR
Comptroller

Sep-Oct 1954

AD/RR
Comptroller
ADSO

Nov-Dec 1954

Comptroller
ADSO
ADNE

Jan-Feb 1955

ADSO
ADNE
Chief, Procurement and Supply

Mar-Apr 1955

ADNE
Chief, Procurement and Supply
ADPC

May-June 1955

Chief, Procurement and Supply
ADPC
ADIC

Jul-Aug 1955

ADPC
ADIC
Chief, General Services

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Sept-Oct 1955

ADIC
Chief, General Services
ADCO

Nov-Dec 1955

Chief, General Services
ADCO
ADCI

Jan-Feb 1956

ADCO
ADCI
Security Officer

etc.

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Schedule B

ROTATION LOAN SLOTS

1. Rotation Loan Slots, "open" with respect to grade and over and above the normal T/O of the Offices, are allotted to the Offices as indicated below. Only personnel on "loan" rotation appointment will be carried against these slots. These slots will only be used to effect rotation appointments when "exchange" rotation is not practical.

2. The allotments of Rotation Slots are as follows:

<u>Unit</u>		<u>Total</u>
Office of the DCI	1	1
Office of the DDCI Training	1	1
Office of the DD/P		
DD/P	1	
AD/OFC	6	
AD/OSO	4	
AD/COMMO	3	
TSS	1	
OO	2	17
Office of the DD/I		
DD/I	1	
OOD	2	
OME	3	
OCI	3	
CCR	4	
OSI	3	16
Office of the DD/A		
DD/A	1	
Personnel	1	
Procurement	1	
Finance	1	
I&S	1	5
Held in reserve by the CIA Career Service Board		10
		<hr/>
TOTAL		50

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